



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 12/19/2016	Interviewer: Sue Guenter-Schlesinger (SGS)	RFA #16 – 34
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU student		
Requested Assistance Pertaining To (name, position, policy, project, etc.): Concerns regarding accommodation; pertaining to [REDACTED], Assistant Professor [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
12/19/16	[REDACTED] called EO Office; spoke with Lynae Rickman	[REDACTED] is hoping to meet with someone from the EO Office regarding an academic grievance with a faculty member in the [REDACTED] department. [REDACTED] has been in touch with Brenda Kotewa, in DRS. [REDACTED] is available anytime until Thursday and is hoping to meet sooner rather than later (Tuesday 12/20 if possible) because of academic grievance timeline.
12/19/16	SGS telephone call with [REDACTED]	See notes in file.
12/20/16	[REDACTED] forwarding two emails to SGS that [REDACTED] sent to [REDACTED]	See emails in file.
1/4/17	[REDACTED] email to SGS	[REDACTED] called the EO Office yesterday (1/3/17) and was told that Sue would be back in today. [REDACTED] is asking how she should craft her email to [REDACTED]. See email conversation in file.

1/4/17	SGS responds to [REDACTED] email	Sorry she missed [REDACTED] call. SGS tried to call back and left a message. SGS spoke with [REDACTED] and would like to talk with [REDACTED] before [REDACTED] contacts [REDACTED]. See email conversation in file.
1/4/17	[REDACTED] email to SGS	[REDACTED] was in class and indicated that she will call SGS first thing tomorrow morning (1/5/17). See email conversation in file.
1/5/17	[REDACTED] calls EO Office; spoke with Hailey Chittick	Called for SGS at 1:07 PM, but SGS was unavailable.
1/5/17	SGS telephone call with [REDACTED]	
1/5/17	[REDACTED] forwarding email conversation to SGS that [REDACTED] had with Brenda Kotewa (DRS)	See email conversation in file.